

Charter
Laboratory Information Management System Task Force

Objective:

Provide recommendations for an electronic data management system that is adequate to support good automated laboratory practices for a pilot laboratory in R&D and capable of expanded use within the research directorate. Included should be solutions for 1)sample tracking; 2)transferring data from analytical instrumentation to the database; 3)centralized system for electronically storing, reporting and retrieving data; and 4)capturing all records pertaining to the testing process including qualitative and textual results.

Customer: Research Directorate

Reporting:

- Meeting minutes to sponsor, key stakeholders
- Monthly PS/7 timeline updates to sponsor
- Quarterly presentations to sponsor and pilot team
- Completion report
- Technical seminar

Authority:

- To select and arrange for team and technical training through currently available CI and functional management resources
- To recommend prospective software for evaluation
- To recommend site visits to installed LIMS

Consultants:

- Expert resources as approved.

Deliverables:

- 14) • Document describing the functional requirements of LIMS in the pilot laboratory and the larger Research Directorate.
- 6) • A completion report containing:
 - Recommendation as to how expanded use within R&D could be achieved
 - A comparison of solutions, contrasting their capabilities with the functional requirements and existing capabilities within R&D
 - Recommendation for a LIMS implementation in the pilot laboratory
- Recommendations for the budget

Timeline: Complete deliverables by October 31, 1997

Team leader: TBD

Members: R. Lipps, J. Sampson, J. Wickham, C. Ament, F. Logan, E. Carmines, S. Laffoon

Sponsor: QTP Team

Facilitator: Daniel Lisbon